

DUTY STATEMENT
STATE TREASURER'S OFFICE
Division: CDIAC

PART A	
Position No: 318-001-4870-900	Date:
Class: Student Assistant, CDIAC	Name:
Under the general direction of the Staff Services Manager I, this position performs the following duties:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Inputs debt issuance information from reports filed with the Commission into the Debt Issuance Database and audits the results of other staff; reviews proposed and sold issuance reports; checks basic input and output documents for problems and alerts senior analysts or supervisor of any report or data discrepancies that cannot be resolved through routine contacts; assists with review and tracking of negotiated refunding and Mello-Roos reported to CDIAC.
25%	Prepares less complex and sensitive comparisons of debt issuance for specific periods of time; develops automated spreadsheets for basic analysis of debt information; compiles and analyzes information reported on public debt issuance which may include types of debt financing instruments, the use of bonds proceeds, agency types, and competitive and negotiated debt offerings.
20%	Prepares correspondence and conducts less complex research in response to technical assistance requests; analyzes, inputs and audits historical debt issuance information from the reports filed with the Commission; develops internal controls to ensure that the procedures for entering current year data are consistent with prior year procedures or reflect changes made to the database; advises supervisors and management on variances in the reporting system.
NON-ESSENTIAL FUNCTIONS	
5%	Assists senior analysts with other programmatic or administrative duties as required.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Position No: 318-001-4870-900		Date:			
Class: Student Assistant, CDIAC		Name:			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; receiving visitors; viewing personal computer; reading materials					x
HEARING: Answering telephone; receiving and announcing visitors answering inquiries and providing verbal information.					x
SPEAKING: Answering telephone; receiving and announcing visitors answering inquiries and providing verbal information.					x
WALKING: Walking to fileroom, printer, fax machine, copier, to management and staff offices		x			
SITTING: Sitting at desk answering telephone, sorting mail, performing other clerical typing duties.					x
STANDING: accessing files; utilizing office equipment (copier, fax, 3-hole punch)			x		
BALANCING: Carrying files	x				
CONCENTRATING: Answering multiple phone lines; determining needs of callers and providing information; logging mail and determining appropriate recipient; preparing various forms and documents; reviewing reports and mailing list additions.					x
COMPREHENSION: Understanding needs of callers and staff; understanding procedures; and reading reports.					x
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times; and ordering supplies and maintaining the supply/file room.					x
LIFTING UP TO 10 LBS OCCASIONALLY: Assisting with setting up for seminars on an occasional basis; carrying and lifting publications and files in boxes for storage		x			
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY: Lifting of publications in boxes	x				
LIFTING UP 20-50 LBS OCCASIONALLY AND/OR 25-50 FREQUENTLY:	x				
FINGERING: Utilizing touch-tone telephone; personal computer keyboard					x
REACHING: Answering telephones; items on desk; files in cabinets			x		
CARRYING: Transporting file boxes; distributing mail		x			
CLIMBING:	x				
BENDING AT WAIST: To file documents		x			
KNEELING: Filing		x			
PUSHING OR PULLING:	x				
HANDLING: Sorting and distributing mail; typing; opening reports				x	
DRIVING: when traveling to training opportunities, conferences, and seminars	x				
OPERATING EQUIPMENT: Utilizing personal computer, telephone, copy machine, fax machine, printer					x
WORKING INDOORS: Enclosed office environment					x
WORKING OUTDOORS:	x				
WORKING IN CONFINED SPACE: this position occupies a cubicle space with no window					x